

CONFIDENTIAL

OFFICE OF TRAINING

NOTICE  
NO. 37-56

31 October 1956


SUBJECT: Reassignment of Parking Permits

1. The regular semi-annual review of all OTR parking permits is being made to determine whether any changes should be made in existing assignments. Personnel concerned will be notified of any revocations or new assignments no later than 9 November 1956. Changes will be effective 13 November 1956.

2. Requests for permits should be submitted on the attached form to the Supply and Services Officer/TR, Room 1106, Alcott Hall, prior to the close of business on 6 November 1956.

3. Assignments will be subject to a continuing review in order to assure maximum benefit to OTR personnel of available parking facilities. Each permit holder will be required, during his absence, to relinquish his space to the SSO/TR for temporary reassignment unless there are other cars in his pool to be accommodated.

25X1A

  
MATTHEW BAIRD  
Director of Training

Attachment

Distribution:  
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment missing